

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Address]
[City, State, Zip Code]
Dear [Employee's Name],

I am writing to inform you that, unfortunately, due to [reason for redundancy, e.g., restructuring, financial difficulties], your position will be made redundant, effective [date].

This decision was not made lightly, and we greatly value the contributions you have made during your time at [Company Name].

You will receive [details about severance package, notice period, etc.].

Our HR team is also available to assist you with any questions regarding the redundancy process and your entitlements.

We appreciate your understanding during this difficult time.

Sincerely,

[Your Signature]
[Your Typed Name]
[Your Position]